



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Health Aide

Department: Health Aide

Division: Environmental Health

Exempt/Non-Exempt: Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday – Friday, 9:00 am – 5:00 pm

Salary: \$32,000 – \$34,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Health Aide to disseminate information on available public health services primarily to residents of economically depressed neighborhoods; provides instruction in basic preventative health measures; aids in the communication process between professional health personnel and the indigenous population; provides the above services to the general population as well as that portion of the population whose basic language is Spanish or Arabic.

Job Duties:

- Disseminates information on available public health services primarily to residents of economically depressed neighborhoods, either individually or as a member of a team.
- Conducts home visits to explain and encourage utilization of available public health services by the indigenous population, issues pertinent literature; provides instruction in basic preventative health practices such as recommended immunizations, personal hygiene, good housekeeping methods, safe garbage disposal methods, and other recommended health practices related to state and local public health programs.
- Informs residents of transportation available to various community facilities; accompanies members of the community as directed to various agencies; assists with the supervision of children at child health conferences; promotes interest in family care and self-reliance in handling family needs.
- Refers individuals to appropriate community facilities; distributes environmental, personal and public health information to civic organizations and community groups; organizes community groups to promote good health and sanitary practices in the community.
- Assists in the process of communication between those who are not knowledgeable of both English and Spanish and/or English/Arabic.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Aids in the development of effective communication between members of the professional health staff and the indigenous population, and promotes compliance with health rules, laws and community standards.
- Conducts routine surveys of a non-complex nature to obtain and record prescribed data used in determining the specific health needs of a neighborhood, including personal health, family health, and sanitary conditions.
- Prepares reports as required in the performance of assigned duties.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Conducts routine surveys of a non-complex nature to obtain and record prescribed data used in determining the specific health needs of a neighborhood, including personal health, family health, and sanitary conditions.
- Prepares reports as required in the performance of assigned duties.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Develops nutrition program aids and nutritional related educational materials.
- Keeps nutritional records and updates information on participants medical and program charts.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: High School Diploma or GED.

Required Experience: Six (6) months of experience in distributing public health information and participating in routine health surveys, including those relating to personal and family health needs, and in maintaining established sanitary conditions.

Essential Skills:

- Knowledge of basic personal health care.
- Knowledge of the techniques used to disseminate information to promote personal and family health.
- Ability to disseminate and explain information on public health services, and to provide referrals to appropriate facilities.
- Ability to establish and maintain effective working relationships with staff and clients.
- Ability to provide guidance and instruction in basic preventative health practices.
- Bilingual (Spanish/English) or (Arabic/English) preferred but not required.

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Preferred Skills:

- Bilingual (Spanish/English) or (Arabic/English) preferred.
- Demonstrated interest and/or knowledge of food education, nutrition, and/or community/public health.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/01971.htm> You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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